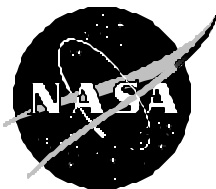# VERSION DESCRIPTION DOCUMENT

FOR THE

NASA PERSONNEL/PAYROLL SYSTEM

Software Release

8.0.2

PrISMS Contract

03/30/01

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.0.2

Prepared by

	03/30/01
Desiree Gaiser	Date
Technical Lead	

Reviewed by

	03/30/01		03/30/01
Billy Graham	Date	Jim Cofer	Date
Agencywide IRM, HR		Configuration Management	

	03/30/01		03/30/01
Hector Garcia	Date	Richard Bishop	Date
Agencywide IRM		DBA	

Prepared by

Computer Sciences Corporation, Contract NAS8-60000

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

March 2001

VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.0.2

Approved by

	03/30/01
Sheila Fogle	Date
Consolidation Center Project Manager	

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, AL

March 2001

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APPENDICES

1. <u>INTRODUCTION</u>

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

1.1 IDENTIFICATION OF THE RELEASE

System Name – NPPS

Release Number –   Software Release 8.0.2

Release Date – March 30, 2001

The release datasets will be made available to the support DBA for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

1.2 PURPOSE OF THE RELEASE

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

1.3 SCOPE OF THE RELEASE

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release 8.0.2, including the following:

- Changes implemented since the last release

- References to other documents affected by this release

- Changes to application files and data formats

- Detailed software installation procedures

- Validation procedures to ensure the reliability of the software changes.

1.4 CONTACT POINTS

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

       Telephone: (256) 544-5516

       E-Mail: billy.graham@msfc.nasa.gov

       FAX: (256) 544-1836

2. <u>FUNCTIONAL INFORMATION</u>

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2. 1 FUNCTIONAL CHANGES

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all PREDICT changes related to this release.

2. 2 FUNCTIONAL INTERFACES

Not Applicable

2. 3 CRITICAL ISSUES

Not Applicable

2. 4 AFFECTED DOCUMENTS

The following document will be affected by this release:

NPPS System/Software Requirements Specification (SRS)
NPPS-UOG-10, NPPS User and Operations Guide (UOG)
Employee Express Interface Change Document (EEICD)

The modified pages of these documents will be distributed under separate cover.

2. 5 APPLICATION SYSTEM ADMINISTRATION

Not Applicable

3.   TECHNICAL INFORMATION

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

3. 1   TECHNICAL SYSTEM INTERFACES

Not Applicable

3. 2   DATA DICTIONARY CHANGES

Not Applicable

3. 3   SOFTWARE OBJECT CHANGES

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

3. 4   DATABASE ADMINISTRATION

The specific database administration activities for NPPS 8.0.2 are detailed in Appendix D, Installation Instructions.

3. 4.1 Release Dataset Names

The datasets for Software Release 8.0.2 are included in the Introduction of Appendix D, Installation Instructions.

3. 4.2 Inventory of Objects

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

3. 4.3 Storage Considerations

Not Applicable

3. 4.4 Installation Procedures

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

3. 5   OPERATIONAL PREPARATION

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

APPENDIX A
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
CCR	Change Control Request
CPO	Consolidated Payroll Office
DBA	Database Administrator
DR	Discrepancy Report
EEICD	Employee Express Interface Change Document
FAX	Electronic Facsimile Transmission
HR	Human Resources
ICD	Interface Control Document
IRM	Information Resources Management
JCL	Job Control Language
L&E	Leave and Earnings Statement
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NDM	Network Data Mover
NOAC	Nature Of Action Code
NPPS	NASA Personnel/Payroll System
OPM	Office of Personnel Management
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
SRS	System/Software Requirements Specification
TSP	Thrift Savings Plan

VDD   Version Description Document

APPENDIX B
GLOSSARY

GLOSSARY

Consolidation Center

Responsibility for processing and balancing payroll for all centers in the consolidated database.

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C
FUNCTIONAL CHANGE VALIDATION PROCEDURES

VALIDATION PROCEDURES
SOFTWARE RELEASE 8.0.2
PERSONNEL & PAYROLL

1. **99000100**

   A. **Purpose**: Modify Thrift Savings Plan (TSP) processing to meet new requirements mandated in *TSP Bulletins* 99-2 and 99-14. While the number of changes is great, the most visible of them include:

      1) NPPS will no longer track the amounts applied to the available investment funds.

      2) New TSP record types for the TSP tape. Specifically, these are:

         Record Type 06, Employee Data Record, which provides up to date miscellaneous employee information and replaces the former Record Type 01.

         Record Type 16, Current Payment Record, which reports TSP payments for the "current" pay period as well as certain "makeup" contributions.

         Record Type 26, Negative Adjustment Record, which reports "negative" amounts against a payment reported previously.

         Record Type 46, Late Payment Record, which reports payments deducted late and certain other "makeup" contributions.

      3) The TSP Sep Flag (screen TSP) will now be set to "1" when any of the certain data is changed for a TSP "participant". This data now includes Employee Name, Social Security Number, Date of Birth, TSP Status Code, TSP Status Date, TSP Vesting Code, TSP Service Comp Date, Retirement Code, TSP Employment Code, TSP Employment Date, Agency Code, Mailing Address. Formerly, the "flag" was set only by address change.

      4) The Employee Express Transaction files and the Employee Express Master have each been reformatted to accommodate necessary changes in data such as zero-filling those fields formerly reserved for investment distribution rates and dollar amounts.

   B. **Test Procedure**:

      1) Select test employees for TSP processing.

      2) Process changes to any of the following data for selected TSP participants, using normal procedures:

         - Employee Name
         - Social Security Number
         - Date of Birth

- TSP Status Code
- TSP Status Date
- TSP Vesting Code
- TSP Service Comp Date
- TSP Retirement Code
- TSP Employment Code (formerly TSP Sep Code)
- TSP Employment Date (formerly TSP Sep Date)
- Agency Code
- Mailing Address

3) Process a "termination" (NOAC 3xx).

4) Process various TSP changes (via screen TSP), TSP Planning Actions (screen PLAN), TSP Mass Actions (via screen MASACT), and other NOAC 943 actions (via screen PERACT).

5) Process a current pay period "time card" for the selected employees.

6) Run a complete "payroll cycle" (jobs 3, 4, 5, and 6), printing the appropriate output reports.

C. **Validation**:

1) Verify the TSP Sep Flag is set to "1" in the cases described above. Verify further that job 6 resets the TSP Sep Flag to blank.

2) Verify TSP amounts displayed on screens TSP, TSPADJ, YTDTSP, QREG, and QNORM are accurate.

3) Verify Report 314 is formatted properly and accurately reflects the new Record Types (06, 16, 26, and 46).

2. **20000059**

A. **Purpose**: Modify the "consolidated" TSP tape from batch jobs CA314TP (Create TSP Tape) and CA00004 (Payroll Products) to generate separate work files for each installation.

B. **Test Procedure**: Schedule and run either of the batch jobs identified above.

C. **Validation**: Review the output from either job to verify there are individual files for each installation.

3. **20010008**

A. **Purpose**: Modify Thrift Savings Plan (TSP) processing to include two new TSP Status Codes for employees with Retirement Code = K, M, or N (FERS). These new codes, as mandated in *TSP Bulletin* 00-8, are "W" and "S" as described below.

- W = Contributing to TSP while waiting for eligibility to receive Agency contributions

- S = Stopped making contributions before becoming eligible to receive Agency contributions

B. **Test Procedure 1**:

1) Select two FERS test employees who are TSP participants, setting TSP Status = W for one and = S for the other, and both with TSP Eligibility Date = current pay period.

2) Run TSP Planning Actions for the current pay period.

C. **Validation 1**:

Verify planning actions (NOAC 943) are suspended only for employees with TSP Status Code = W or I.

D. **Test Procedure 2**:

1) Mature the suspended planning actions

2) Process payroll for all test employees

E. **Validation 2**:

1) Verify the Mature process runs to completion.

2) Verify TSP contributions (Employee, Gov't Basic, and Gov't Matching) are correct.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.0.2
MARCH 2001**

The purpose of this release is to implement the changes allocated to software release 8.0.2 described below.

SOFTWARE RELEASE 8.0.2

RC 1620s IMPLEMENTED

99000100   TSP Changes
20000059   Separate TSP
                                                            Datasets Needed
                                                            for Each Center
20010008   Two New TSP
                                                            Status Codes

***** RECORD COUNT = 03

APPENDIX D
INSTALLATION INSTRUCTIONS

NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.0.2
MARCH 2001

Introduction

Release Date – March 30, 2001

Release Inventory:

Dataset Names:

The following datasets are located on the transient storage DASD volumes under the following data sets names:

- MSMOV.NPPS.PROD.R802.R0301.SRC
- MSMOV.NPPS.PROD.R802.R0301.DOC

Physical media:
VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

Telephone: (256) 544-5516
E-Mail: billy.graham@msfc.nasa.gov
Fax: (256) 544-1836

Installation Sequence

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

 1.0 Backup Existing Data
 2.0 Copy Source/Object Code
 3.0 Pre-Predict Data Conversion
 4.0 Install Predict
 5.0 Install Data Glossary
 6.0 Catalog Source Code
 7.0 Post-Predict Data Conversion
 8.0 JCL/BJS/Xerox Modifications
 9.0 Special Instructions
10.0 Installation Checklist

1.0   BACKUP EXISTING DATA

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

2.0   COPY SOURCE/OBJECT CODE

2.1   Copy Source Modules

When installing software release 8.0.2, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R802.R0301.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type

Global Data Areas	0
Local/Param Data Areas	3
Maps	5
Helproutines	0
Subroutines	2
Subprograms	2
Programs	34
Copycode	0
Text	0
Process	0
Miscellaneous Objects	0

===============================

Total Programming Objects	46
Total Views Unloaded	0
Total Objects Read	46
Total Object Unloaded	46

2.2   List of Source Code Modifications

The following is a list of all modules that were modified for the software release 8.0.2.

Programs	Description of programs	
========	===	
EEBLDA1	Employee Express Local	
EEB001	Employee Express Incoming Dataset	
EEB002	Employee Express Outgoing Dataset	
EEB004	Employee Express Outgoing Dataset	
NAB314EX	TSP Extract	
NAB314PT	TSP List	
NAB314TP	TSP Tape Listing	
NAB406A		SF1166 Voucher and Schedule of Payments
NAB409	SF1150 – Record of Leave Data	
NAB555	Leave and Earnings Module	
NAB557	Leave and Earnings Reprint Module	
NAB6060	Pay Period Initialization	
NAB6080	Normals Recalculation	
NAM1237		TSP Map
NAM1261		TSP Adjustments Map
NAM2050		TRETIR Map

NAM4910   SF1166 – TSP2
                                                                 Screen

NAM555A   Leave and Earnings Map
NAO1120   Employee Mailing Address and Net Pay Disp
NAO1237   TSP Screen
NAO1261   TSP Adjustments
NAO1261B   MER Adjustment to TSP
NAO1261C   MER Adjustment to TSP
NAO2050   Retirement Plan Code Table
NAO3150B   Official Pay Record – Net Pay
NAO3150F   T&A Net Pay
NAO3150G   T&A Net Pay
NAO3150T   T&A Net Pay
NAO3160B   T&A Backout
NAO4910   Display the SF1166 – TSP2
NAO9108   Normals FERS/TSP Update
NEB2254   TSP Report
NEB364A   Full Tables Report
NEO1900F   Screen F Edits
NEO1921   Relational Edit Module
NEO2030   Plan Act TSP
NEO3125   Personnel Mature
NEO3130   Payroll Master Update II
NEO3150   Termination Process
NPB000LD   Master File LDA
NPL315LF   NPS2-MER-FILE View
NPTL0030   Tool to Create Full Express Master File
NSS201G   TSP Screen Layout
NSS201O   TSPADJ Screen Layout

RELEASE PROGRAMS (MOD) ==> 44

2.3   List of Source Code Additions

The following is a list of all modules that were created for the software release 8.0.2.

Programs   Description of programs
=========   ==
NAB314ST   TSP Tape Breakout to 10 Centers
NPTL0036   Tool – TSP Distribution Rates Change

RELEASE PROGRAMS (NEW) ==> 02

2.4   List of Source Code Deletions

Not Applicable

3.0   PRE-PREDICT DATA CONVERSION

Not Applicable

4.0   INSTALL PREDICT

Not Applicable

5.0   INSTALL DATA GLOSSARY

Not Applicable

6.0   CATALOG SOURCE CODES

When installing software release 8.0.2, run a batch job to catalog (CATALL) all
modules in the NPPS or other named library. It is not necessary to catalog the
Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard
parameters.

7.0   POST-PREDICT DATA CONVERSION

Not Applicable

8.0   JCL/BJS/Xerox MODIFICATIONS

JCL

NPTL0036 – TSP distribution rates will be zeroed out for the G, F, and C funds. JCL will be provided to CPO. This tool should be run BEFORE NPTL0030 below.

NPTL0030 – Create Full Express Master File. Clone should be made of CAEE002 job stream substituting NPTL0030 for EEB002 including creation of a job record (no report records are necessary). This tool should not be run until AFTER NPTL0036 (above) has been run. This job should be run in place of the first CAEE002 run after the software has been loaded as it will send all records, including any changes.

TSP – The TSP file (output from NAB314* series) will be split into 10 separate files with this release. The 10 new datasets will be split out from the original TSP dataset by NAB314ST. In the job streams that contain the NAB314* program series, the following JCL changes must be made:

3) Add NAB314ST right after NAB314TP
4) Add 10 separate datasets in the allocation step that mimic the TSP dataset (LRECL=254 with variable block)
5) Add the same 10 separate datasets in the NAB314EX job step for use by NAB314ST

Master File Change

********** As a result of changing NPB000LD, the LRECL of the master work file was changed to add 8 bytes changing it from 9353 to 9361 in the following job streams (all jobs that contain the &&MASTER file). The BLKSIZE was changed from 28083 to 28323:

CA00004

CA00102

CA00103

CA00106

CA00202

CA00204

CA00402

CA00403

CA00406

CA314TP

Xerox

TSP FORM

The extensive nature of the Xerox Form changes for the TSP forms made it necessary to create a totally new form name TSP2. The following line was changed to reflect the new form and can be accessed through the BJM Report List option:

S,MSG JCL=ONLINE,JDE=TSP2,END;

L&E Form

A new Xerox form has been created for the Leave and Earnings Statement. This form name is LE2.

The diskettes for these Xerox changes will be shipped to the Xerox contacts at each center.

External Datasets

The existing GDG generations of the Leave and Earnings Statement created using pre-8.0.2 software (CA00555) may not run with the new Xerox form. A copy of the pre-8.0.2 generations will need to be kept for a period of time (5 pay periods from the implementation of this release) under another naming convention. The existing generations will need to be deleted as part of the implementation of this release.

9.0   SPECIAL INSTRUCTIONS

9.1   Update NPPS Release Number

The following processes will update the NPPS software numbers:

1. Execute program TOOLVRSN from the Natural Command line.
2. When installing software release 8.0.2, enter "8.0.3" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

9.2   Table Updates Needed for Software Release

The following tables must be updated manually to coincide with this software release:

1. TRETIR (20000141) Change rates to 6% and 11%

2. TOPMMSG (20010008) N18, N21, and N25 messages

3. TTSPSTAT (20010008) Add 'W' and 'S'

10.0   INSTALLATION CHECKLIST

1.0   Back Up Existing Data
2.0   Copy Source/Object Code
6.0   Catalog Source Code
8.0   JCL/BJS/Xerox Modifications
9.0   Special Instructions